

**MULTI-FAMILY HOUSING — CHANGES TO TENANT STATUS**  
(For tenant actions effective \_\_\_\_-01-\_\_\_\_)

			DATE RECEIVED: By Agency
REPORT FOR:	PROJECT NAME:	BORROWER NAME:	BORROWER ID AND PROJECT NO.:
REPORTED BY:	NAME:		DATE:

**DIRECTIONS:** (1) Enter the information requested for each change to tenant status. (2) Attach any required tenant certification forms. (3) Submit this form and attachments to your Rural Development Office by the monthly deadlines of applicable Rural Development (or its successor Agency) regulations.

[illegible]

TENANT ACTION CODES:

I - Initial Certification\*  
R - Recertification\*  
A - Assign RA  
V - Vacate a Unit  
E - Certification Expired &  
Eviction in Process  
S - Designate 60 Day Absence  
T - Tenant Transfer\*\*

## TENANT SUBSIDY CODES:

- 0 - No Deep Tenant Subsidy
- 1 - RHS Rental Assistance (RA)
- 2 - HUD Sec. 8/515
- 3 - Existing HUD Certificates
- 4 - Other Public RA
- 5 - Private RA
- 6 - HUD Voucher
- 7 - Other Types at Basic Rent

\*Attach certification.

\*\*Indicate unit transferred to.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0033. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

## **DIRECTIONS FOR BORROWER USE**

### **FORM RD 1951-29, “MFH - CHANGES TO TENANT STATUS”**

#### **WHY USE THE FORM**

This form helps you report tenant changes to the Rural Housing Service, or its successor, of the Rural Development mission area (known as “Rural Development”) each month. Use it as a cover sheet for submitting tenant certifications and as a reporting mechanism for “move-outs,” tenant unit transfers, or other changes to tenant status. You may use it as often as needed to report tenant changes during a month.

While not required at this time, you should find that this form helps you assemble and verify the transmission of a complete package of monthly tenant information to Rural Development.

#### **WHEN TO USE THE FORM**

Information you provide with this form is entered by Rural Development into an automated system to help assure the proper amount of tenant based subsidy is provided each month. To help make this process work and to avoid overage charges for ineligible tenants because of late certifications, your Rural Development Servicing Office must receive this form and any attachments on or before the effective date you enter at the top of the form (the first day of the month applicable to the information submitted).

When you have tenants moving in late in the month, send that information in separately. The late arrival grace period (on or before the tenth day of the month) applies only to certifications of new tenants moving in on the 24th of a month through the first of the next month.

#### **HOW TO USE THE FORM**

Complete for each tenant household where status has changed:

**APARTMENT UNIT NUMBER.** Enter the unit number.

**TENANT NAME.** Enter the last name of the tenant.

**TENANT ACTION CODE.** Enter the appropriate code as described below.

**TENANT SUBSIDY CODE.** Enter the appropriate code as described below. Enter only if it is the first time you report it to Rural Development or if there has been a change to subsidy.

**COMMENTS.** Enter the “effective date” of the tenant action only when it differs from the effective date you entered on the top of the form. Add comments to describe a tenant action when needed.

## TENANT ACTION CODE DESCRIPTION

### CODE DESCRIPTION OF ACTION AND DOCUMENTATION

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“T” Initial Certification. Attach the certification form for any new tenant. When considering the “effective date” of this action, use the effective date of the certification, not the date of initial project entry.

“R” Recertification. Attach the certification form for any tenant previously certified, who is now being recertified.

“A” Assign RA. Code to indicate that a tenant is assigned RA during their certification period. Since no new verification and certification of income and status is needed, do not attach their amended certification form. When you assign RA, reverify and recertify at the same time, follow the guidance for a recertification.

“V” Vacate a Unit. For any tenant who has left the project. Enter the actual vacate date and notify Rural Development no later than the first of the following month. When a tenant vacates on the first, notify Rural Development on or before the tenth of that next month. No further documentation is required.

“E” Certification Expired and Eviction in Process. For any tenant situation meeting the requirements of applicable Rural Development regulations. This code requests Rural Development to provide interest credit and waive overage for this tenant during the period that the eviction is actively pursued by the borrower. The required documentation of this action must be sent with this form or already be on file with Rural Development.

“S” Designate 60 Day Absence. For any tenant not meeting the eligibility requirements of applicable Rural Development regulations. This code alerts Rural Development that tenant contribution has increased to market rent in Plan II projects or a surcharge has been added to tenant contribution in Plan I projects. Be sure your files contain information to support this action.

“T” Tenant Transfer. Use this code to indicate when a tenant has moved from one unit to another within a project. Use the first column to indicate the tenant’s old unit and the far right hand column to indicate their new unit. Be sure to notate your copies of the tenant certification, but no further documentation of this action is needed by Rural Development.

### CODE DESCRIPTION OF SUBSIDY TYPE

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“0” No Deep Tenant Subsidy. Tenants receiving no deep tenant subsidy. “Deep tenant subsidy” is assistance that allows a tenant to contribute less than the basic rent for shelter costs (or market rent in those projects with market rent only).

“1” Rural Development, Rural Housing Service, Rental Assistance (RA).

“2” HUD Sec. 8/515. Tenants receiving an United States Department of Housing and Urban Development (HUD) Section 8 unit assigned to an Rural Development. RHS Section 515 project.

“3” Existing HUD Certificate. Tenants receiving an HUD Section 8 unit assigned specifically to their household.

“4” Other Public RA. Tenants receiving deep tenant subsidy from any Federal, State or local public agency, other than Rural Development RHS or HUD.

“5” Private RA. Tenants receiving deep tenant subsidy funded by a borrower (include rent incentives only when they will be provided for 12 months or longer).

“6” HUD Voucher. Tenants receiving a HUD Voucher.

“7” Other Types at Basic Rent. Tenants receiving any other type of deep tenant subsidy not listed above, which requires that the total funds available for rent from the tenant and subsidy provider equal basic rent.

To be used by Multi-Family Housing (MFH) borrowers as a means to report tenant changes to Rural Development, and by the Servicing Office as a worksheet to assure complete data entry into an internal automated system, the Multiple Housing Tenant File System (MTFS).

(see reverse)

PROCEDURE FOR PREPARATION

: RD Instruction 1930-C.

PREPARED BY

: MFH borrowers and/or Rural Development Servicing Office.

NUMBER OF COPIES

: Original and one copy.

SIGNATURES REQUIRED

: Borrower and borrower's representative.

DISTRIBUTION OF COPIES

: Mail the original to the Servicing Office.  
Retain copy for borrower's record.